United Nations ST/IC/2001/49

Secretariat

18 June 2001

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for Arabic editorial assistants**

1. The written component of a competitive examination for Arabic editorial assistants will be held on 28 August 2001 at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Translation and Editorial Division, Department of General Assembly Affairs and Conference Services.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have Arabic as their main language[1] and an excellent working knowledge of English, French or Spanish. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses in the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

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* Expiration date of the present information circular: 31 December 2002.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

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(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. Decisions of the Board are final.

5. The written examination will consist of three separate parts, as follows:

Part I. Preparing an Arabic text following an English, French or Spanish version of the same text. Candidates will be required to identify and correct errors and differences in presentation and identify elements in the text that should be verified and researched for accuracy and adherence to United Nations editing standards prior to editing (2 hours);

Part II. Writing an essay of approximately 250 words in Arabic. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour);

Part III. Answering questions in English relating to the United Nations system of organizations (45 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of candidates' performance on the written examination, parts IV and V will be administered only to those candidates who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV. Carrying out searches and retrieving information using the optical disk system (ODS) and the Internet (1 hour);

Part V. Preparation of an electronic version of an Arabic document to conform to the formats specified in an English, French or Spanish version provided, using Microsoft Word for Windows (1997 or 2000 version) (1 hour and 30 minutes).

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to interviews. The Board will interview the candidates to assess their personal qualities. The interview is an integral part of the examination; therefore candidates who are invited to an interview should not assume that they will be offered an assignment.

8. A roster of Arabic editorial assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Translation and Editorial Division, Department of General Assembly Affairs and Conference Services, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will

post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of Arabic editorial assistants are to carry out the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

11. Staff members applying for this examination should complete the attached form and submit it to the following office not later than 20 July 2001:

2001 competitive examination for Arabic editorial assistants
Room S-2575E
Examinations and Tests Section
Office of Human Resources Management

12. A sample examination may be obtained from the Examinations and Tests Section, Room S-2590C.

Application[a]

2001 competitive examination for Arabic editorial assistants

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[c] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language? _____

A. Knowledge of other languages[d]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2001/49 and I understand that, if I am successful in the 2001 competitive examination for Arabic editorial assistants and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this application**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless the candidate was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff memberes are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCS, ECE, UNCTAD, UNOV or other (please specify).

[d] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) above.

[e] Give exact name and title in original language. Do not translate or equate.